



Sue Kincer

Entry-Level Teacher Aide

CONTACT

(555) 123-4567

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Sacramento, CA

EDUCATION

Associate of Arts in Early Childhood Education

Sacramento City College, Sacramento, CA

Graduated: May 2024

- Relevant coursework: Child Development, Classroom Management, Educational Psychology

PROFESSIONAL SUMMARY

Enthusiastic and dedicated entry-level teacher aide seeking to contribute my passion for education and support for students at Oak Ridge Elementary School. Eager to assist in creating a positive and engaging learning environment.

EXPERIENCE

Teacher Aide (Internship)

2024 - 2024

Sunnybrook Academy - Sacramento, CA

- Assisted classroom teachers in preparing and organizing instructional materials for lessons.
- Supported students during individual and group activities to enhance their learning experience.
- Monitored and supervised students during recess, lunch, and field trips to ensure safety and engagement.
- Helped with classroom management by maintaining a positive and inclusive learning environment.

Childcare Assistant

2022 - 2024

Little Stars Daycare - Sacramento, CA

- Supervised a group of children between ages 3-5, ensuring safety and facilitating age-appropriate activities.
- Assisted in creating daily schedules, including snack times, arts and crafts, and outdoor play.
- Provided emotional support and guidance to children, helping them develop social skills.
- Collaborated with team members to plan and execute educational programs for the children.

SKILLS

Strong communication and interpersonal skills ★★★★★

Basic knowledge of child development and educational strategies ★★★★★

Classroom management and organization ★★★★★

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) ★★★★★

CPR and First Aid Certified ★★★★★

Ability to work with children of various age groups ★★★★★